



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes October 26, 2023 - 1:00 P.M. Municipal Office – Council Chambers**

PRESENT: Sheila Clarke, Lynn Davenport, Kate Bennett, Karen Donovan

REGRETS: Athena Tefoglou, Leah Cuffe

#### **Welcome/Call to Order**

S. Clarke called the meeting to order at 1:04 p.m.

#### **Adoption of Agenda**

Moved by L. Davenport, seconded by K. Donovan that the October 26, 2023, Petawawa Accessibility Advisory Committee agenda be approved with one addition:

New Business: Budget Discussion 2024, K. Donovan

***MOTION CARRIED.***

#### **Disclosure of Pecuniary Interest**

None.

#### **Adoption of previous minutes of September 28, 2023.**

Moved by K. Donovan, seconded by L. Davenport that the minutes from September 28, 2023, be approved as presented.

***MOTION CARRIED.***

## **Old Business:**

### Treat Accessibly

The committee reviewed final planning details for the Treat Accessibly event;

- Event article posted in the daily observer on October 19, 2023
  - Suggested distributing flyers to grocery stores, physio offices, Cannex, and anywhere with community bulletin boards.
  - contact CTV news, (weekend community events), and MyFM community vehicle
- Schedule for each station;
  - STN 1 – Schwanz Road: K. Donovan & S. Clarke
  - STN 2- Victoria Street: L. Davenport & K. Bennett
- Have 50 copies of photo waivers per site.
- Treat Map will be updated and post to social media over the weekend and leading up to Halloween night.

### Sensory Friendly Santa Event

The committee discussed planning details for the upcoming Sensory Santa event, highlights from the discussion;

- Haven't been able to secure a photographer
- Options to create our own Christmas scene for Santa's background
- Still looking into options for a volunteer Santa
- Purchase a Santa suit for the volunteer Santa so we have it each year
- Committee members are to complete sensory training module online – K. Bennett to send out link for training, and expense form sheet to be reimbursed for the course
- Discussed a timeline for event if the committee isn't able to secure a Santa volunteer

## **New Business:**

### Site Plan Review – Whitewater Restaurant, Town Centre Boulevard

The committee reviewed the site plan and provided the following recommendations;

- Ensure access from the street is barrier free and that curb cuts and slopes meet or exceed accessible standards. All portions of the barrier-free path of travel, including potentially hazardous areas (i.e., changes in elevation, building entrances and parking lot) are illuminated as per the OBC, Section 3.2.7.1.
- International Symbol of Accessibility signage throughout to identify accessible areas (parking, doors, washrooms, seating), further, consider installing tactile indicators in locations where a steep change in grade (i.e., patrons exiting the restaurant to the patio area).

### Site Plan Review – The Common Taphouse

The committee reviewed the site plan and provided the following recommendations;

- Ensure the main entrance has a smooth slope to guarantee a barrier-free path of travel to the building from the accessible parking spaces.
- Consider providing access aisles for one of the accessible parking spaces to accommodate an accessible van equipped with wheelchair ramp/lift (i.e., Petawawa Carefor Accessible Community Transportation Program).
- Ensure access from the street is barrier free and that curb cuts and slopes meet or exceed accessible standards. All portions of the barrier-free path of travel, including potentially hazardous areas (i.e., changes in elevation, building entrances and parking lot) are illuminated as per the OBC, Section 3.2.7.1.
- Ensure that the hallways and door widths meet or exceed accessibility standards and are fully barrier-free. PAAC recommends 42' door widths with automatic door opening devices provided for the patio area.
- Ensure washrooms (both public and staff) have accessible features such as automated appliances, lever door handles, lever taps, grab bars and other accessibility features as outlined in the Ontario Building Code.
- Due to the 9' glass wall and glass swinging doors, PAAC highly recommends the developer install a continuous opaque and high tonal contrast strip, decal, or logo so that persons with vision loss can identify the glass upon approach (install contrast strip

50 mm wide and mount at eye level between 1350 mm and 1500 mm high from floor level).

- International Symbol of Accessibility signage throughout to identify accessible areas (parking, doors, washrooms, seating), further, consider installing tactile indicators in locations where a steep change in grade (i.e., patrons exiting the restaurant to the patio area).

#### Budget Discussion 2024, K. Donovan

K. Donovan noted the upcoming budget deliberations for Council and that the committee should review items for purchase in 2024. Budget items noted were additional Mobi-mat, repairs for the accessible dock, Ice Cube skating aid, Santa suit, flags, and training courses. K. Donovan, S. Clarke and K. Bennett will meet to narrow down budget items and prepare a list for the committee to review at the next meeting.

#### **Member Input:**

##### Lynn Davenport

Reported on a visit to the Civic Centre's Community Garden and discussions on making it more accessible. Also suggested contacting the PSB to see if they would hand out PAAC marketing materials at the ride programs.

##### Sheila Clarke

S. Clarke also attended the Community Garden meeting, noted looking into accessible gardening tools. S. Clarke also attended an introduction to ASL last week that was held at the library.

#### **Correspondence:**

##### 2023-24 Inclusive Community Grants Program - Results

Received as information.

**Next Meeting Date:** November 23, 2023 at 1:00pm.

**Adjournment:**

Moved by K. Donovan, seconded by L. Davenport that the meeting be adjourned at 3:18 pm.

***MOTION CARRIED.***